



November 2004

**UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
ADJUTANT GENERAL SCHOOL**

**PROCESS A COMPLETED
NONCOMMISSIONED OFFICER
EVALUATION REPORT**

PRACTICAL EXERCISE 1

STUDENT INSTRUCTIONS – PE 1

OBJECTIVE: This practical exercise is designed to evaluate your ability to process a completed Noncommissioned Officer Evaluation Report (NCO-ER).

MATERIALS NEEDED:

- 1 AR 623-205
- 2 Pencil
- 3 Answer booklet
- 4 Extract
- 5 PE Supplement

INSTRUCTIONS:

1. Ensure that your name, social security number, and class number are on the answer booklet.
2. You will have 1 hour and 25 minutes to complete this practical exercise. There are 20 questions on this test. Count and check each question now. If you are missing a question or a portion of it is illegible, obtain a new practical exercise booklet from your instructor.
3. Each question has only one correct answer. Make all responses clear and legible in the answer booklet. Ensure the question number in the practical exercise booklet corresponds to the question number in the answer booklet. Read each question carefully, but move on so you may answer all questions in the time allotted. If you make a mistake or if you have to change an answer on the answer sheet, erase completely and then mark your correct answer.
4. **ALL WORK ON THIS EXERCISE MUST BE YOUR OWN.** You may **NOT** communicate with other students, give or receive assistance, make record of your answers anywhere but in your answer booklet, or pass on information about this exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action.
5. Upon completion of this exercise turn in your answer booklet to the instructor. You will receive further guidance at that time.

SITUATION: You are a Human Resources Specialist and have been given SGT Teresa Lynn Peters' NCO-ER to review along with her ERB. SGT Peters is due an Annual report her Rater, 1SG Lee R. Jacobson, 920-76-3692, 92Y5M, First Sergeant, Co A, 1st Bn, 87th Inf Div (MECH), Ft. Drum, NY 31846; Senior Rater, CPT Kevin P. Larson, 991-33-0642, AG, Company Commander, Co A, 1st Bn, 87th Inf Div (MECH), Ft. Drum, NY 31846; Reviewer, LTC Kenneth R. Wagner, 933-60-2101, QM, Battalion Commander, 1st Bn, 87th Inf Div (MECH), Ft. Drum, NY 31846, who concurs with Rater/Senior Rater. The ending date of this report is April 2007; she has no non-rated time or enclosures to her report. You will not be using the UMR to check her duty title because it has been confirmed that she is a Supply Clerk.

E-Mail Addresses:
Teresa.Peters@
Lee.Jacobson@
Kevin.Larson@
Kenneth.Wagner@

Part I – Administrative Data

1. Is Part I. a., Name correct?

1. Yes
2. No, should be Peter, Teresa L
3. No, should be Peters, Teresa L
4. No, should be Peters, Teresa Lynn

2. Is Soldier's SSN, Rank, and DOR correct?

1. Yes
2. No, should be 979-20-1652, E5, 060501
3. No, should be 979-02-1625, SGT, 060501
4. No, should be 979-02-6125, E5/SGT, 060501

3. Is Soldier's PMOSC correct?

1. Yes
2. No, should be 63B
3. No, should be 63B200000
4. No, should be 91C2H0000

4. Is the Reason for Submission correct?

1. Yes
2. No, should be 1 Annual
3. No, should be 2 Annual
4. No, should be 3 Change of Rater

5. Is the period covered for this report correct?

1. Yes
2. No, should be 2006 04 thru 2007 03
3. No, should be 2006 05 thru 2007 04
4. No, should be 05 2006 thru 04 2007

6. Is the number of Rated Months, Non-Rated Code and Number of Enclosures correct?

1. Yes
2. No, should be 12, S and left blank
3. No should be 12, left blank and 1
4. No, should be 12, left blank and left blank

Part II - Authentication

7. Is the Rater's information correctly entered in Part II.a.?

1. Yes
2. No, PMOSC/Branch should only be 92Y
3. No, PMOSC/Branch should only be 92Y5M
4. No, Rank should be E8 and the PMOSC/Branch should only be 92Y5M

8. Is the Senior Rater's information correctly entered in Part II.b.?

1. Yes
2. No, PMOSC/Branch should be AG
3. No, Officers do not have PMOSC/Branches
4. No, Rank should be O3 and the PMOSC/Branch should be AG

9. Is the Reviewer's information correctly entered in Part II.d.?
1. Yes
 2. No, PMOSC/Branch should be AG
 3. No, Missing Duty Assignment information
 4. No, Rank should be O5 and the PMOSC/Branch should be AG
10. Is the Rating official information correctly entered in Part II.e.?
1. Yes
 2. No, Rater failed to place an "X" inside one of the Blocks
 3. No, Reviewer failed to place an "X" inside the Concur Block
 4. No, Reviewer failed to place an "X" inside the Nonconcur Block

Part III – Duty Description

11. Has the counseling dates been entered correctly in Part III.f.?
1. Yes
 2. No, there should be no entries in this area
 3. No, the second and third counseling dates need to be switched
 4. No, the third and forth counseling dates need to be switched

Part IV – Army Values/Attributes/Skills/Actions

12. Is Part IV.a. – Army Values/Attributes/Skills/Actions completed correctly?
1. Yes
 2. No, Block 4 should have been marked "Yes"
 3. No, Rater must use handwritten "X"s in this area
 4. No, Rater must provide Bullet comment(s) for Block 4

(See Page 2 – Supplement)

13. Is Rated NCO's Administrative data entered correctly?
1. Yes
 2. No, thru date of the report entered incorrectly
 3. No, social security number entered incorrectly
 4. No, name line information missing middle name

14. Is Part IV.b. – Values/NCO Responsibilities (Competence) completed correctly?

1. Yes
2. No, mandatory three bullet comments
3. No, Rater must use handwritten “X”s in this area
4. No underline(s) or italic(s) are not authorized in bullet comment(s)

15. Is Part IV.c. – Values/NCO Responsibilities (Physical Fitness/Military Bearing) completed correctly?

1. Yes
2. No, missing APFT information
3. No, bullet comments do not warrant Excellence
4. No, Height/Weight information entered incorrectly

16. Is Part IV.d. – Values/NCO Responsibilities (Leadership) completed correctly?

1. Yes
2. No, mandatory three bullet comments
3. No, bullet comments do not warrant Excellence
4. No, missing “o” in front of each bullet comment

17. Is Part IV.e. – Values/NCO Responsibilities (Training) completed correctly?

1. Yes
2. No, mandatory bullet comment(s) missing
3. No, Rater must use handwritten “X”s in this area
4. No, bullet comments do not warrant Needs Improvement

18. Is Part IV.f. – Values/NCO Responsibilities completed correctly?

1. Yes
2. No, mandatory bullet comment(s) missing
3. No, bullet comments do not warrant Excellence
4. No, Rater must use handwritten “X”s in this area

Part V – Overall Performance and Potential

19. Is Part V.a. – Overall Performance and Potential completed correctly?

1. Yes
2. No, Rater failed to place an “X” inside one of the Blocks
3. No, Senior Rater failed to place an “X” inside one of the Blocks
4. No, the Reviewer failed to place an “X” inside one of the Blocks

20. Is Part V.d. – Overall Performance and Potential completed correctly?

1. Yes
2. No, Rater failed to place an “X” inside one of the Blocks
3. No, Senior Rater failed to place an “X” inside one of the Blocks
4. No, the Reviewer failed to place an “X” inside one of the Blocks